

Utah Board of Juvenile Justice

MINUTES

Date:	Friday, August 27, 2004	Time:	8:00 – 10:30 am	Place:	Utah State Capitol Complex Conference Room
--------------	-------------------------	--------------	-----------------	---------------	--

Members Present	Gary Anderson, Pat Berckman, Leslie D. Brown, Andria Burton, Adam Cohen, Gary Dalton, Michael D. Di Reda, Nap Hagood, Tonia Hashimoto, Jennifer Jolley, Willard Malmstrom, Holly Martak, Huy D. Nguyen, Debbie Rocha
Members Excused	Carol Page, Paul Tsosie, Russ Van Vleet
Staff & Visitors	Reg Garff, Jo Lynn Kruse, Matt Davis, Steffy Rapp

Agenda Item:	Welcome and Chair's Report
Notes:	<p>Gary Anderson called the meeting to order and welcomed Steffy Rapp, our new OJJDP State Representative.</p> <p>Gary led discussion on whether or not to pay CJJ membership the full amount of dues or to pay dues at half the rate. Willard Malmstrom made the motion to pay the entire \$5000 dues since we have been participating the last six months. Gary Dalton seconded the motion and it passed unanimously.</p> <p>Holly Martak made the motion to approve the proposed changes to the By-Laws (copy attached) and Debbie Rocha seconded the motion. The motion was approved unanimously.</p>

Agenda Item:	Committee Reports
Notes:	<p>Pre-Adjudicated Committee – nothing to report</p> <p>Post-Adjudicated Committee – Mike Di Reda, nothing to report</p> <p>Title V Committee – Carol Page, absent (Reg reported on her behalf)</p> <p>Title V training will be provided for interested units of local government beginning the week of September 7, 2004. Counties and Cities were contacted via the Statewide Association of Counties and the Utah League of Cities. To date, five communities have expressed interest in attending.</p> <p>Youth Committee/Do the Write Thing – Jennifer Jolley</p> <p>The youth committee met earlier this morning. One thing that the national Do the Write Thing organization is encouraging us to do is find ways to keep kids involved in the program. Willard Malmstrom suggested that the kids that attended the awards luncheon at the Governor's Mansion could possibly talk to their classes at their school, perhaps at an award assembly at the end of the school year. Also, award winners from other schools could be invited to speak.</p> <p>Concern was raised at a previous meeting regarding the printing of the kids' names on their essays. Care should be taken to assure that a parent/guardian signs the permission form. Additional follow up should include notification of the child's school/teacher about any mention of suicide or other items of concern. Someone suggested sending a letter to the parent/guardian of the top twelve entrants, notifying them that they have been accepted and may be asked to speak or read from their essay.</p> <p>DMC – Mike Di Reda</p>

	<p>The DMC Committee is making great effort to translate probation agreements with age appropriate language. They have encountered difficulty because they did not contact Ray Wahl, State Juvenile Court Administrator, at the outset. The DMC has found that probation documents throughout the state are not uniform and not all judges run their court the same way.</p> <p>The Courts are currently producing a video that will inform juvenile defendants of their rights and possible sanctions. It would be shown prior to entering their first court hearing and will be available in both English and Spanish. Nap Hagood suggested that we get together with all the major players at a future DMC meeting and get any problems ironed out.</p>
--	--

Agenda Item:	Outcome Measures Report – Matt Davis
Notes:	<p>Matt Davis presented the results of the Risk & Protective Factor Survey, which measures risk and protective factors, drug use and antisocial behavior. Individual reports will be mailed out to board members. Matt is looking into having the surveys taken only on the web because projects have been drifting back to paper surveys which are less accurate and more costly to process. Perhaps some programs can't afford computers. Matt is working on a new version of the questionnaire so it could work on any kind of computer, be it palm, laptop etc. Another development he is working on is a system to use if the child doesn't read. A computer could have speakers and read the question to the individual and make the process more confidential. Matt is also working on providing instantaneous feedback rather than waiting a year for results.</p> <p>Results for the last three years were presented. Year one was based on only 17 kids. Year two had mixed results. The amount of change was less and in fact in several cases participants went the wrong direction. Findings show that Murray/Midvale as well as Lincoln Center Boys & Girls Club are targeting at risk youth. Overall, Boys & Girls youth have more risk and less protection than the general population in their local area.</p>

Agenda Item:	Juvenile Justice Specialist Report – Reg Garff
Notes:	<p>Reg discussed new State travel policies/procedures and forms. Our travel plans need to be documented on Utah State forms, i.e. the FI-5, "Request for Out of State Travel Authorization" form. Fill out this form before you leave town and fax it to CCJJ at 801-538-1024. In order to be reimbursed for expenses, fill out the "Non-State Employee Request for Reimbursement" form along with any receipts you may have.</p> <p>A suggestion was made to have a pre-trip conference call with Do the Write Thing travelers prior to traveling so the reimbursement process can be expedited.</p> <p>If you are using Federal money for travel to a conference other than CJJ or OJJDP, a memo to the Executive Committee justifying expenses needs to be prepared. The memo should detail how the travel will benefit UBJJ.</p> <p>UBJJ has received several requests for money to fund scholarships for upcoming conferences. The first request is for the 8th Annual Critical Issue Facing Children and Adolescents Conference on Nov 4-5 at the Hilton Salt Lake City Center. The second request is for scholarships for agencies that may benefit from the Northern Utah 2004 Gang & Youth Violence Conference on September 8-9, 2004. Holly Martak made the motion to award \$4000 to the first request and \$2000 to the second request. Nap Hagood seconded the motion and it passed unanimously.</p> <p>A third request was received by letter from the GLBTCCU (the Gay, Lesbian, Bisexual, Transgender Community Center of Utah). They ask for \$5000 to produce and distribute a four page report with recommendations based on information obtained from their needs assessment survey. It was decided to invite them to our Sept. 24th meeting and get more details then.</p>

	<p>OJJDP Site Visit – Steffy and Amy have enjoyed seeing our programs and compliment that we have innovative programs and excellent working relationships.</p> <p>Board Member Site Visit Reviews – Springville project looks good. They took over an old grocery store and turned it into an extremely functional after-school center. They have generated great participation and interest in the program throughout the community.</p> <p>Board Vacancies – Our board is now full, with a majority of board members from community agencies. The Executive committee received three resumes and approved two. One was from Neighborhood Housing, Maria Garcias and the other from Valley mental Health, Natalie Thornly. We are at capacity now, unless we'd like to expand by one or two more, but the by-laws would have to be changed.</p>
--	---

Agenda Item:	Other Business
Notes:	October 22 nd is our Annual Meeting.

**The next meeting is scheduled for Friday, September 24th at 8:00am, Utah State Capitol Complex, East Wing
Minutes prepared by Jo Lynn Kruse - Executive Secretary, CCJJ**

ARTICLE I: NAME OF ORGANIZATION

The name of the organization shall be the Utah Board of Juvenile Justice (Advisory Board), hereafter referred to as the "Board".

ARTICLE II: FUNCTIONS

The Board shall have the following functions and responsibilities:

- (a) Develop an annual plan to implement the objectives of the Juvenile Justice and Delinquency Prevention Act and to promote the development of an effective and coordinated juvenile justice system in the State of Utah.
- (b) Disburse funds received pursuant to the Juvenile Justice and Delinquency Prevention Act in a manner consistent with the plan and forward funding recommendations for ratification to the Utah Commission on Criminal and Juvenile Justice, hereafter referred to as "UCCJJ"; and
- (c) Advise the Governor, the Legislature, and the UCCJJ on juvenile justice matters and perform such other duties as assigned by the Governor, or Legislature, and the UCCJJ.

ARTICLE III: MEMBERSHIP

Section 1: Composition

The Board shall consist of not less than 15 and not more than 21 persons, and shall be composed in a manner consistent with the representational and other requirements of the Juvenile Justice and Delinquency Prevention Act.

Section 2: Appointment and Terms

The members of the Board shall be appointed by the Governor for four year terms. Reappointments to the Board by the Governor shall be for terms of four years or the remainder of the unexpired term. Any member serving by virtue of his/her office or position shall, upon termination of such office or position, cease to be a member of the Board. Recommendations for Board member appointment/replacement shall be made to the UCCJJ by the Board.

Section 3: Removal

The Chairperson may recommend to the Governor the removal of any Board member who accrues three consecutive, unexcused absences to regular meetings in any twelve-month period.

Section 4: Compensation

Members of the Board shall serve without compensation, but shall be reimbursed for expenses incurred for activities related to the official business of the Board according to Utah State policy.

ARTICLE IV: OFFICERS

Section 1: Officers and Responsibilities

The officers of the Board shall include the Chairperson, Chair-Elect, Post-Adjudicated Committee Vice Chair, Pre-Adjudicated Committee Vice Chair, Youth Committee Vice Chair, DMC Committee Vice Chair and Title V Vice Chair. The duties of the officers shall be as follows:

- (a) Chairperson: To conduct Board meetings; represent the Board to the Governor, the Legislature, UCCJJ, and the public; serve on the UCCJJ as a voting member; and to perform such other duties and responsibilities as assigned by the Board, the UCCJJ or indicated by these by-laws. The Chairperson cannot be a full-time governmental employee.
- (b) Chair-Elect: To act for the Chairperson in his or her absence. To assume the Chairperson position when the term of the Chairperson has expired. The Chair-Elect cannot be a full-time governmental employee.
- (c) Post-Adjudicated Committee Vice Chair: To oversee the awarding of Title II grant funds for qualifying post-adjudicated programs; to monitor, with committee members, awarded grant programs; and to perform such duties as required. To appoint an Acting Vice Chairperson to serve in his/her absence.
- (d) Pre-Adjudicated Committee Vice Chair: To oversee the awarding of Title II grant funds for qualifying pre-adjudicated programs; to monitor, with committee members, awarded grant programs; and to perform such duties as required. To appoint an acting Vice Chairperson to serve in his/her absence.
- (e) Title V Committee Vice Chair: To oversee the awarding of Title V grant funds to qualifying units of local government; to monitor, with committee members, awarded grant programs; and to perform such duties as required. To appoint an acting Vice Chairperson to serve in his/her absence.

Section 2: Election and Term

- (a) The officers of the Board, with the exception of the Chairperson and Chair-Elect, shall be elected by a majority vote of the Board members present and voting at the meeting designated for election or in a manner designated by the Board. Terms of office shall be for two years. The Chairperson and Chair-Elect may serve only one term. Other officers may serve no more than two terms in any office.
- (b) The UCCJJ shall ratify the election of Chairperson and Chair-Elect or the UCCJJ may request that the Board recommend other members to fill these positions.
- (c) The terms shall be staggered as follows: The Chairperson, the Chair-Elect and the Pre-Adjudicated Committee Vice Chair shall be elected during the same year; the Post-Adjudicated Committee Vice Chair and the Title V Committee Vice Chair shall be elected the following year; elections shall continue in that order.
- (d) The Board shall elect a nominating committee of three, which shall present a single slate of officers to the Board at the annual meeting or as soon thereafter as practical. Terms of office begin immediately.

ARTICLE V: MEETINGS

Section 1: Regular Meetings

Regular meetings of the Board may be held on such days, at such times, and in such places as designated by the Board. The Board shall hold at least six (6) meetings each year.

Section 2: Special Meetings

Special meetings may be called by the Chairperson at any time. Special meetings may also be called upon written request signed by five (5) or more members of the Board.

Section 3: Notice

Written notice calling meetings shall be sent by the Chairperson at least one (1) week prior to the meeting.

Section 4: Quorum

One half of the number of the Board shall constitute a quorum for conducting the business of the Board. A majority vote of those present and voting shall be required for the transactions of any business by the Board. Proxy voting shall not be permitted, although Board members may send representatives in their absence to speak on their behalf.

Section 5: Public Meetings

Board meetings shall be conducted in accordance with Utah's Open and Public Meetings Act (UCA 52-4-1 to 9).

Section 6: Conflict of Interest

- (a) No Board member shall vote on a matter in which he/she or any member of his/her immediate family has an interest as defined in paragraph (b) of this section.
- (b) An interest shall include an employment, ownership, or fiduciary relationship to an agency, organization or entity which may be directly or indirectly affected by an action, decision or recommendation of the Board.
- (c) Whenever a Board member knows he/she has an interest in a matter to be voted upon, he/she shall announce the interest and shall abstain from voting on the matter.
- (d) Whenever a Board member believes that he/she has a possible interest in a matter to be voted upon, he/she shall announce such possible interest and the question of whether an actual interest exists shall be decided by a majority vote of the member present and voting. The member announcing the possible interest and any other members who have an interest or a possible interest in the matter (for whom the question of actual interest has not yet been voted upon) shall not vote on the question of whether an actual interest exists.
- (e) Any person present at the Board meeting may raise the question of possible interest with respect to any Board member concerning any matter to be voted upon. The question of whether an actual interest exists shall be decided as provided in paragraph (d) of this subsection.
- (f) Nothing in this section shall prohibit any Board member who has an interest from participating in the discussion or debate on a matter in which he/she has an interest.
- (g) Members with an interest shall be counted in determining whether a quorum exists for a vote on any matter.

Section 7: Parliamentary Rules

The Board's meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise provided herein.

ARTICLE VI: COMMITTEES

Section 1: Executive Committee

- (a) The Executive Committee shall be composed of the Board's Officers. The Committee will appoint a Legislative Liaison each year. The duties of the Legislative Liaison are to track and identify federal, state and local juvenile justice laws and policies requiring Board response; and to maintain regular communication with Utah's Congressional delegation;
- (b) The Executive Committee shall have the authority and responsibility to:
 - (1) Set the agenda (for regular meetings);
 - (2) Disperse funds allocated to support the activity of the Board;
 - (3) Make grant adjustments which do not involve allocation of additional grant funds; and

- (4) Perform such other duties as are assigned by the Board and the UCCJJ;
- (5) Delegate such other duties to Juvenile Justice program staff as needed.

(c) The Executive Committee shall meet at such time and places as the Chairperson shall designate.

Section 2: Standing Committees

The Board shall designate standing committees to assist and advise the Board on the performance of its duties and responsibilities. The Board Chairperson shall recommend for Board approval, membership for each committee and committee chairperson. The Board may approve standing committee membership and chairperson at any regular or special meeting by majority vote of those present and voting.

Section 3: Ad Hoc Committees

The Chairperson or the Board may appoint ad hoc committees or task forces to advise the Board on the performance of its duties and responsibilities.

ARTICLE VII: AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular or special meeting by a two-thirds vote of those present and voting, provided that a draft of the proposed amendment is distributed to Board members at least one week prior to the meeting.